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From: Berghoff, Brian **On Behalf Of** DRSEmployer
Sent: Saturday, January 31, 2004 11:24 AM
Subject: Update to DRS Notice 04-001 - Reporting Substitutes
Importance: High

Based on feedback from employers, we are creating a third type code that will be used to report TRS Plan 1 members who work for you as a substitute. The new type code is 80 and will be used to facilitate the need to report days for TRS Plan 1 members. Please provide this information to the appropriate systems development personnel so they can incorporate these requirements into your DRS reporting systems. Use the link below to read the original notice.

<http://www.drs.wa.gov/employer/drsn/drsn2004/04001.htm>

To clarify, there are three type codes that can be used to report substitutes:

- 39 for SERS substitutes
- 79 for TRS Plan 2 and Plan 3 substitutes
- 80 for TRS Plan 1 substitutes

Use the link below for specific examples on which system (TRS or SERS) to use for reporting employees working as substitutes for your organization.

http://www.drs.wa.gov/employer/drsn/drsn2004/04001_sub_rules.pdf

Questions?

If you have questions regarding the information in this email, please contact Employer Support Services (ESS) at 360-664-7200 or call our toll-free line at 1-800-547-6657, select option 6 and then option 2.